



**MAGISTRATE JUDGE SUSAN E. COX**

**219 South Dearborn Street**

**Courtroom# 1025**

**Chambers# 1068**

**Chicago, Illinois 60604**

**(312) 435-5615**

**Fax (312) 554-8514**

**Courtroom Deputy: Nakita Perdue**

**Room# 1024**

**(312) 435-7558**

**Court Web Site: <http://www.ilnd.uscourts.gov>**

**STANDING ORDER SETTING SETTLEMENT CONFERENCE**

This case has been referred for a settlement conference before Magistrate Judge Susan E. Cox. All parties and their lead counsel are ORDERED TO APPEAR at the Dirksen Federal Building, 219 South Dearborn Street, Courtroom # 1025, Chicago, IL on the date and time the parties agree to set the settlement conference through Judge Cox's courtroom deputy.

**SETTLEMENT CONFERENCE PREPARATION**

Over 95% of all civil suits settle prior to trial. Therefore, settlement preparation should be treated as seriously as trial preparation. Planning is essential because the party who is best prepared obtains the best result. The Court has found that the following steps are essential to a successful settlement conference.

**A. FORMAT**

**1. PRESETTLEMENT CONFERENCE DEMAND AND OFFER.** A settlement conference is more likely to be productive if, before the conference, the parties have had a written exchange of their settlement proposals. The Court will enter a minute order outlining the appropriate dates for the settlement letters to be exchanged. Plaintiff's counsel is to submit a written itemization of damages and settlement demand to defendant's counsel, with a brief explanation of why such a settlement is appropriate. A courtesy copy of this submission must be

emailed to the Court's proposed order box at the same time. In response, defendant's counsel is to submit a written offer to plaintiff's counsel, and email a copy to the Court's proposed order box, with a brief explanation of why such a settlement is appropriate. On occasion, this process will lead directly to a settlement. If settlement is not achieved, plaintiff's counsel shall email a full set of these letters to Judge Cox's proposed order box, **Proposed\_Order\_Cox@ilnd.uscourts.gov**, no later than five (5) business days before the conference. Do not file copies of these letters in the Clerk's Office. Once a date for settlement conference is set, that date can only be changed by motion before the Court.

Plaintiffs are directed to include a demand that is *not* what plaintiff expects to win at trial, but a number that takes into account the risk of loss. Similarly, defendants are expected to offer a number that does not assume that there will be no liability.

The Court retains discretion to reject any letters that do not comply with this rule.

**2. ATTENDANCE OF PARTIES REQUIRED. Parties with ultimate settlement authority must be personally present.** An insured party shall appear by a representative of the insurer who is authorized to negotiate, and who has *authority to settle the matter up to the limits of the opposing parties' existing settlement demand*. An uninsured corporate party shall appear by a representative authorized to negotiate, and who has *authority to settle the matter up to the amount of the opposing parties' existing settlement demand or offer*. Having a client with authority available by telephone is *not* an acceptable alternative, except under the most extenuating circumstances. (The purchase of an airplane ticket is not an extenuating circumstance). Because the Court generally sets aside at least two hours for each conference, it is impossible for a party who is not present to appreciate the process and the reasons which may justify a change in one's perspective towards settlement.

**3. MEDIATION FORMAT.** The Court will generally use a mediation format: opening presentations by each side followed by a joint discussion and private caucusing by the Court with each side. The Court expects both the lawyers and the party representatives to be fully prepared to participate. The Court encourages all parties to keep an open mind in order to re-assess their previous positions and to find creative means for resolving the dispute.

**4. IF A PARTY DOES NOT SPEAK ENGLISH.** If a party does not speak English, that party is responsible for an interpreter for the duration of the settlement conference. Please note: interpreter's competency will include the ability to translate word for word (real-time) during the settlement conference. Sanctions will apply if this order is violated.

**5. STATEMENTS INADMISSIBLE.** Statements made by any party during the settlement conference are not to be used in discovery and will not be admissible at trial. Parties are encouraged to be frank and open in their discussions. The Court expects the parties to address each other with courtesy and respect.

## **B. ISSUES TO BE DISCUSSED AT SETTLEMENT CONFERENCE**

Parties should be prepared to discuss the following at the settlement conference:

1. What are your objectives in the litigation?

**2.** What issues (in and outside of this lawsuit) need to be resolved? What are the

strengths and weaknesses of your case?

3. Do you understand the opposing side's view of the case? What is wrong with their perception? What is right with their perception?
4. What are the points of agreement and disagreement between the parties?  
Factual? Legal?
5. What are the impediments to settlement?
6. What remedies are available through litigation or otherwise?
7. Are there possibilities for a creative resolution of the dispute?
8. Do you have adequate information to discuss settlement? If not, how will you obtain sufficient information to make a meaningful settlement discussion possible?
9. Are there outstanding liens? Do we need to include a representative of the lien holder?

#### **C. INVOLVEMENT OF CLIENTS**

For many clients, this will be the first time they have participated in a court supervised settlement conference. Therefore, counsel shall provide a copy of this Standing Order to the client and shall discuss the points contained herein with the client prior to the settlement conference.

#### **D. VISIT THE COURT'S WEBSITE**

For additional information concerning Judge Cox's practices and procedures, visit the Court's homepage on the internet at: <http://www.ilnd.uscourts.gov>. There you will find published articles by Judge Denlow concerning Steps to an Effective Settlement Conference. Reading these articles will assist you in preparing for the settlement conference.

**ENTER:**

**Dated: November 14, 2012**

/s/

**SUSAN E. COX**

**United States Magistrate Judge**